



"The City With a Heart"

Rick Biasotti, *Chair*
Perry Petersen, *Vice Chair*
Mary Lou Johnson
Sujendra Mishra
Kevin Chase
Joe Sammut
Bob Marshall, Jr.

MINUTES PLANNING COMMISSION MEETING

August 20, 2013

7:00 p.m.

Meeting location: Senior Center, 1555 Crystal Springs Road, San Bruno

CALL TO ORDER at 7:00 pm.

ROLL CALL

	<u>Present</u>	<u>Absent</u>
Chair Biasotti	X	
Vice Chair Petersen	X	
Commissioner Sammut		X
Commissioner Marshall		X
Commissioner Mishra	X	
Commissioner Chase	X	Arrived at 7:06
Commissioner Johnson	X	

STAFF PRESENT:

Planning Division: Community Development Director: David Woltering
Senior Planner: Laura Russell
Associate Planner: Matt Neuebaumer

Pledge of Allegiance: Commissioner Mishra

1. Approval of Minutes – July 16, 2013

Motion to Approve Minutes of July 16, 2013 Planning Commission meeting.

Mishra / Petersen

VOTE: 4-0
AYES: All Commissioners present.
NOES: None
ABSTAIN: None

2. Communication - None.

3. Public Comment - None.

4. Announcement of Conflict of Interest - None.

5. Public Hearings

A. 675 Cedar Avenue

Request for a Use Permit to allow an addition which increases the gross floor area of the existing home by greater than 50% (69%) per Section 12.200.030.B.1 of the San Bruno Municipal Code. Andrew Lai (Applicant & Owner) UP-13-005.

Senior Planner Russell: Entered staff report.

Staff recommends that the Planning Commission approve Use Permit 13-005 based on Findings of Fact 1-7 and subject to Conditions of Approval 1-26.

Chair Biasotti asked Commission if there were any questions for staff.

Vice Chair Petersen: Finding of Fact number 7 states: *That any proposed single-family or two-family dwelling conforms to the basic design principles of the residential design guidelines as adopted by resolution by the city council and as may be revised from time to time.*

I would prefer that the applicant readily understand the finding and that it be grammatically correct. I would like to change the verbiage to state: The application for the proposed single-family dwelling reasonably conforms to the basic design principles of the residential design guidelines.

Senior Planner Russell: This language is from the Municipal Code. From a staff perspective, even if the language can be improved, I think we would prefer to stay with the language that is within the Municipal Code as we make the legal findings. We are undertaking the Zoning Code update at this time and we can certainly take a look at improving the language.

Vice Chair Petersen: This makes it unclear and gives the appearance that the analysis that was made does not carefully reference the application.

Senior Planner Russell: Perhaps we can make the change to the staff analysis that follows the legal finding. We can update our staff analysis with that verbiage.

Vice Chair Petersen: I don't think that addresses the problem with lack of clarity and readily understanding by the public. Is there a legal requirement that this language be exactly as it sets forth?

CDD Director Woltering: It would be preferred to stay with the language from the Municipal Code. We can certainly look at revising that as we update our code. As far as our language here that indicates that the particular project conforms to this finding would be comparable to the clarity you are looking for. We would be happy to incorporate your suggested language into the staff analysis.

Vice Chair Petersen: So are saying that the City Attorney has determined and has instructed you to use this specific bold language?

CDD Director Woltering: All we are simply saying is that the language is taken directly from the Municipal Code and it is our practice to use it. If we are going to modify it, we should go through the proper modification process.

Vice Chair Petersen: I see you are fixed on using this language, so I will close with saying I think it is vague and misleading.

CDD Director Woltering: We heard you and we will come back at a future date with suggested modifications. If the Commission directs us, we will be happy to take your comments into consideration to modify the staff analysis.

Commissioner Mishra: Can you please explain when the tree planting deposit is collected and refunded?

Senior Planner Russell: The deposit is included with the permit fees at the time of permit issuance. The Parks Division oversees the inspection process. Typically, this inspection is performed near the end of the project and the Parks Division will notify the Community Development Department if the deposit shall be refunded.

Public Comment Opened.

Andrew Lai; Applicant: I am the property owner of 675 Cedar Avenue. I have spoken with our neighbors and they all support our project.

Vice Chair Petersen: I would like to compliment you on your energy and working with your neighbors. It is a pleasure to the Commission to hear about your communication.

Commissioner Johnson: Have you read and understand the conditions of approval?

Andrew Lai; Applicant: Yes

Public Comment Closed.

Motion to approve Use Permit 13-005 based on Findings of Fact 1-7 and Conditions of Approval 1-26 with the additional language provided by Commissioner Petersen regarding finding number seven.

Commissioner Chase / Petersen

VOTE: 4-1

AYES: Chair Biasotti, Vice Chair Petersen, Commissioner Chase, and Commissioner Johnson.

NOES: Commissioner Mishra

ABSTAIN: None.

Commissioner Mishra: Was this approval including the revised language to Find of Fact #7, which was proposed by Commissioner Petersen? I am opposed to the changes to the bold language, which is the reasoning behind my *No*.

CDD Director Woltering: In terms of your vote, if that's the reason, then we would be happy to provide that information to you and may help change your decision on the matter.

Commissioner Mishra: I am rejecting the revision to the language.

Senior Planner Russell: My interpretation of the discussion of the motion was to add a statement at the beginning of the staff analysis that states: The application for the proposed single-family dwelling reasonably conforms to the basic design principles of the residential design guidelines.

Commissioner Mishra: So it does not change the bold language of the finding?

Senior Planner Russell: That is correct.

Commissioner Mishra: I would like to change my vote.

Chair Biasotti called for another vote on the motion.

VOTE:	5-0
AYES:	All Commissioners Present.
NOES:	None.
ABSTAIN:	None.

Chair Biasotti advised of a 10-day appeal period.

FINDINGS OF FACT

1. The proposed development will not under the circumstances of the particular case, be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use.
2. The proposed development will not be injurious or detrimental to property and improvement in the neighborhood or to the general welfare of the city given its quality architectural features and its general conformance to a majority of regulations as set forth in the Municipal Code.
3. The proposed development will be consistent with the general plan.
4. The proposed development, as set forth on the plans, and with recommendations by staff, will not unreasonably restrict or interfere with light and air on the property and on other property in the neighborhood, will not hinder or discourage the appropriate development and use of land and buildings in the neighborhood, or impair the value thereof; and is consistent with the design and scale of the neighborhood.
5. That the general appearance of the proposed building, structure, or grounds will be in keeping with the character of the neighborhood, will not be detrimental to the orderly and harmonious development of the city, and will not impair the desirability of investment or occupation in the neighborhood.
6. The proposed expansion complies with applicable off-street parking standards of the City of San Bruno Zoning Ordinance.
7. That any proposed single-family or two-family dwelling conforms to the basic design principles of the residential design guidelines as adopted by resolution by the city council and as may be revised from time to time.

CONDITIONS OF APPROVAL

Community Development

1. The applicant shall file a declaration of acceptance of the following conditions by submitting a signed copy of the Summary of Hearing to the Community Development Department within 30 days of Planning Commission approval. Until such time as the Summary is filed, Use Permit 13-005 shall not be valid for any purpose. Use Permit 13-005 shall expire one (1) year from the date of Planning Commission approval unless a building permit has been secured prior to the one (1) year date.

2. The signed copy of the Summary of Hearing shall be photocopied and included on a full size page in the Building Division set of drawings.
3. The request for a Use Permit for an addition shall be built according to plans approved by the Planning Commission on August 20, 2013 labeled Exhibit C except as required to be modified by these Conditions of Approval. Any modification to the approved plans shall require prior approval by the Community Development Director.
4. The applicant shall obtain a City of San Bruno building permit before construction can proceed. The operation of any equipment or performance of any outside construction related to this project shall not exceed a noise level of 85 decibels (as measured at 100 feet) during the hours of 7:00 a.m. to 10:00 p.m. or exceed 60 decibels (as measured at 100 feet) from 10:00 p.m. to 7:00 a.m.
5. Prior to Final Inspection, all pertinent conditions of approval and all improvements shall be completed to the satisfaction of the City of San Bruno.
6. The residence shall be used only as a single-family residential dwelling unit. No portion of the residence shall be rented out as a secondary residential dwelling unit. Any attempt to construct an illegal dwelling unit will result in Code Enforcement action by the City.
7. The garage shall be used for the storage of motor vehicles and shall not be used as habitable living space as defined in the California Building Code. The residence must have the ability to park the required number of vehicles in the designated garage area. Failure to conform to this condition is grounds for code enforcement action, which may result in substantial code compliance costs to bring the garage back into conformance.
8. Prior to securing a building permit, the applicant, owner, and general contractor shall meet with Planning and Building staff to ensure compliance with the conditions of approval during the construction process.
9. Prior to Final Inspection, the site shall be landscaped according to the plans approved by the Planning Commission on August 20, 2013 and any site landscaping damaged during construction shall be replanted to the satisfaction of the Community Development Director.
10. FAA notification and approval is required prior to building permit issuance.
11. The developer shall indemnify, defend, and hold harmless the city, its officers, employees and agents, from any and all claims and lawsuits from third party(s) involving or related to the city's consideration and/or approval of the developer's application for development.

Public Services Department

12. If the project results in more than 2,500 square feet of new or replaced impervious surfaces, the applicant shall incorporate one of the required C.3.i site design measures as required by the Municipal Regional Permit at the time of building permit submittal.
13. Please note that the front property line is located 4.5 feet behind the sidewalk on Cedar Avenue. No fences, retaining walls, or other permanent structure shall be placed or constructed within 4.5 feet from back of sidewalk along Cedar Avenue. S.B.M.C. 8.08.010.
14. The Applicant shall provide flow line diagrams for cold water lines, hot water lines, gas lines, and sanitary sewer lines to include all existing and proposed systems in accordance with the applicable

California Building Code 2010.

15. An Encroachment Permit from Public Services Department is required prior to commencing any work within the City's public right-of-way. S.B.M.C. 8.16.010.
16. All damaged curb, gutter, sidewalk or driveway in the public right-of-way fronting the property shall be removed and replaced. Remove and replace all damaged and/or broken sidewalk at front of property for all location where there are any raised or offset concrete sections greater than or equal to 3/4 -inch. S.B.M.C. 8.12.010.
17. Planting of one 36-inch box size approved tree or payment to the in-lieu replacement tree fund per most current fee schedule is required. Tree shall be located on Cedar Avenue. S.B.M.C. 8.24.060. At the current rate, the impact payment required is \$540. A separate tree-planting permit is required from Parks and Recreation Services for any new street tree.
18. The applicant shall install a sanitary sewer lateral clean-out at property line per City standards detail SS-02, dated August 2011.
19. Paint address number on face of curb near driveway approach. Lettering shall be black, 4 inches or larger, and painted on a white background.
20. An Erosion control plan and storm water pollution prevention plan required. Must show existing storm drain inlets and other storm water collection locations protected by silt screens or silt fence. Work shall conform to the current NPDES requirements. S.B.M.C. 12.16.020.
21. Storm water from new roof down spouts and other on-site drainage, shall be drained into landscaping. Alternatively, stormwater shall be collected and drained to an underground storm water system or through an under sidewalk curb drain to the gutter per City standards detail ST-03.
22. The building permit plans shall include a site plan that shows all properly lines, setbacks and easements, and all existing and proposed grading and drainage improvements. All unpaved areas shall be graded to slope at 1% or more. All paved areas shall be graded to slope at 0.5% or more. All grading and drainage work shall conform to the current NPDES requirements. S.B.M.C. 12.16.020
23. Perform water demand calculation based on the requirements in Chapter 6 of the California Plumbing Code to confirm that the existing water meter is sufficient to serve proposed water demand. If the existing meter is undersized, a larger meter is required. Applicant shall pay water and sewer capacity charges based on the size of the water meter installed along with materials and installation of water meter and lateral. S.B.M.C. 10.14.020/110. Indicate on the plans the location of the existing water meter and the available water pressure at the property.

Fire Department

24. Address numbers to be at least four (4) inches in height, of a contrasting color to the background, and must be lighted during the hours of darkness.
25. Provide hard-wired smoke detectors with battery backup as required by building code.
26. Provide spark arrester for chimney if not currently in place.

B. 131 Cabrillo Way

Request for a Use Permit to allow an addition that exceeds the .55 FAR guideline (.551), exceeds the .44 lot coverage guideline (.49), and to construct a second story addition with transparent windows and a second story deck adjacent to an abutting property that has a side yard greater than 10 feet per Section 12.200.030.B.2, Section 12.200.030.B.3 and Section 12.200.040.B.1 of the San Bruno Municipal Code. Albert Urrutia (Applicant) & Kathleen Morgan-Clark (Owner) UP-13-012.

Associate Planner Neuebaumer: Entered staff report.

Staff recommends that the Planning Commission approve Use Permit 13-012 based on Findings of Fact 1-7 and Conditions of Approval 1-27.

Chair Biasotti asked Commission if there were any questions for staff.

Commissioner Johnson: In reference to the tree, if that tree were to have been diseased, would it have remained as a heritage tree?

Associate Planner Neuebaumer: We would want a professional Arborist's determination and recommendation on the tree.

Vice Chair Petersen: The Commission was given a public complaint on this property by staff. Do you know where this complaint came from?

Associate Planner Neuebaumer: The individual wished to remain anonymous.

Vice Chair Petersen: Was this person a resident of San Bruno?

Associate Planner Neuebaumer: I believe so.

Vice Chair Petersen: Was there contact information provided?

Associate Planner Neuebaumer: No, what you have there is what staff was given this afternoon.

Commissioner Johnson: Is this the same person that provided both complaints?

Associate Planner Neuebaumer: That is correct.

Public Comment Opened.

Kathleen Morgan-Clark; Applicant: We have recently had some additional family members move in with us and we need more room to accommodate a more comfortable living space for all of us. We have spoken with many of our neighbors and they are all in support of our project. The only issue we had was in relation to the windows with our immediate neighbor, however, we have made the necessary changes to our plans to resolve the issue. We love living in San Bruno and feel our proposal will better the neighborhood appearance. We do have many fruit bearing trees at the rear of the property and we will not be removing any of them.

Vice Chair Petersen: I would to compliment you on reaching out to and working with your neighbors on this proposal.

Jim Evangelist; Resident: We received a notice in the mail on this project from the City. I think it would benefit the residents if you would include the layman's term of the description of the project. Secondly, the notice does not include a plan view of the foot print of the lot to show how the overall house will impact the lot size. I think your notices should include this information so the residents can better understand the project details. Lastly, 30 years ago this neighborhood was filled with single story ranch style homes, now we have several homes on the street with additions. I know there is no solution to over building in an existing neighborhood, however, the City should enforce single story homes in existing neighborhoods by having an agreement the entire neighborhood signs off on.

Commissioner Johnson: I wanted to acknowledge your comments and let you know I understand that there are changes in communities. Some are impacted very positively and some we wish wouldn't take place. There are community workshops that invite the public to review and explain why there is a need for change and sometimes there is a very valid reason behind the change. It is not always better for an individual person, however, it is best for the community to grow.

Chair Biasotti: There is a staff report on the table in the back on the room. If you look at the blue prints on page A-2, it shows the proposed footprint.

Vice Chair Petersen: When the city mails out public notices, they have to make cost saving decisions on what to include within the notice. All of the different plan views would not be able to be included and mailed to several residents.

Jim Evangelist; Resident: That specific view would have provided a better visual on the project impact.

Commissioner Johnson: The staff report which includes the multiple plan views is available on website for public viewing.

Commissioner Mishra: Is there a website provided on the notice you reviewed?

Jim Evangelist; Resident: Possibly, however, it is not my second nature to look on a computer for information.

Commissioner Mishra: I personally don't agree with your comments, however, one of the ways to develop an agreement would be to establish a Home Owner's Association which governs the architectural development of the community. Without that enforcement, it is virtually impossible to implement.

Jim Evangelist; Resident: This was my own personal opinion.

Resident on Cabrillo Way: I feel this is such a small block and the ratio of the proposal is too big. I am concerned with how this addition will affect my home and privacy. I suggest they change the second-story transparent windows facing my property to semi-transparent.

Public Comment Closed.

Vice Chair Petersen: When a proposal exceeds the FAR requirements, it is then reviewed by the Planning Commission for approval. This is the first step prior to applying for a permit. I appreciate your comments and I would like to ask the last public speaker to come back to the podium. I would like to clarify which set of second story windows you are referring to. The right or left side of the property?

Resident on Cabrillo Way: The two large windows on the right side of the house.

Chair Biasotti: I recall staff asking for these windows to be changed in the Architectural Review Committee meeting, is this correct?

Associate Planner Neuebaumer: In Exhibit C on sheet A0.2 within the staff report, the site plan indicates the location of the two second-story windows. If you turn to sheet A4, you will notice that the clear story windows are on the left side of the home, not the right side. The second-story right-side windows that the neighbor is concerned with are over-looking the carport, not the rear-yard.

Commissioner Mishra: The windows are actually 18' away from the neighboring property, correct?

Associate Planner Neuebaumer: That is correct.

Commissioner Chase: I wanted to ask the last public speaker if she understands the location and impact of the windows being discussed.

Resident on Cabrillo Way: I would still like to request that the windows be changed to semi-transparent.

Commissioner Mishra: I personally do not agree with changing the window to semi-transparent because it may trigger future applications to be required to do the same.

Commissioner Johnson: I agree with Commissioner Mishra, I do not support the window change. These windows are 18' from the neighboring property and overlook a carport, which is a very minimal impact on privacy.

Motion to approve Use Permit 13-012 based on Findings of Fact (1-7) and Conditions of Approval (1-27).

Commissioner Johnson / Mishra

Commissioner Chase: Are Commissioner Petersen's revisions to the previous agenda item carried over to this approval as well?

Vice Chair Petersen: I'll let it go on this application.

Chair Biasotti called for a vote on the motion.

VOTE: 5-0
AYES: All Commissioners Present.
NOES: None
ABSTAIN: None

Chair Biasotti advised of a 10-day appeal period.

FINDINGS OF FACT

1. The proposed development will not under the circumstances of the particular case, be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use.
2. The proposed development will not be injurious or detrimental to property and improvement in the neighborhood or to the general welfare of the city given its quality architectural features and its general conformance to a majority of regulations as set forth in the Municipal Code.
3. The proposed development will be consistent with the general plan. .
4. The proposed development, as set forth on the plans, and with recommendations by staff, will not unreasonably restrict or interfere with light and air on the property and on other property in the neighborhood, will not hinder or discourage the appropriate development and use of land and buildings in the neighborhood, or impair the value thereof; and is consistent with the design and scale of the neighborhood.
5. That the general appearance of the proposed building, structure, or grounds will be in keeping with the character of the neighborhood, will not be detrimental to the orderly and harmonious development of the city, and will not impair the desirability of investment or occupation in the neighborhood.
6. The proposed expansion complies with applicable off-street parking standards of the City of San Bruno Zoning Ordinance.
7. That any proposed single-family or two-family dwelling conforms to the basic design principles of the residential design guidelines as adopted by resolution by the city council and as may be revised from

time to time.

CONDITIONS OF APPROVAL

Community Development

1. The applicant shall file a declaration of acceptance of the following conditions by submitting a signed copy of the Summary of Hearing to the Community Development Department within 30 days of Planning Commission approval. Until such time as the Summary is filed, Use Permit 13-012 shall not be valid for any purpose. Use Permit 13-012 shall expire one (1) year from the date of Planning Commission approval unless a building permit has been secured prior to the one (1) year date.
2. The signed copy of the Summary of Hearing shall be photocopied and included on a full size page in the Building Division set of drawings.
3. The request for a Use Permit shall be built according to plans approved by the Planning Commission on August 20, 2013 labeled Exhibit C except as required to be modified by these Conditions of Approval. Any modification to the approved plans shall require prior approval by the Community Development Director.
4. The applicant shall obtain a City of San Bruno building permit before construction can proceed. The operation of any equipment or performance of any outside construction related to this project shall not exceed a noise level of 85 decibels (as measured at 100 feet) during the hours of 7:00 a.m. to 10:00 p.m. or exceed 60 decibels (as measured at 100 feet) from 10:00 p.m. to 7:00 a.m.
5. Prior to Final Inspection, all pertinent conditions of approval and all improvements shall be completed to the satisfaction of the City of San Bruno.
6. The residence shall be used only as a single-family residential dwelling unit. No portion of the residence shall be rented out as a secondary residential dwelling unit. Any attempt to construct an illegal dwelling unit will result in Code Enforcement action by the City.
7. The garage shall be used for the storage of motor vehicles and shall not be used as habitable living space as defined in the California Building Code. The residence must have the ability to park the required number of vehicles in the designated garage area. Failure to conform to this condition is grounds for code enforcement action, which may result in substantial code compliance costs to bring the garage back into conformance.
8. Prior to securing a building permit, the applicant, owner, and general contractor shall meet with Planning and Building staff to ensure compliance with the conditions of approval during the construction process.
9. Prior to Final Inspection, the site shall be landscaping according to the plans approved by the Planning Commission on August 20, 2013 and any site landscaping damaged during construction shall be replanted to the satisfaction of the Community Development Director.
10. FAA notification and approval is required prior to building permit issuance.
11. The developer shall indemnify, defend, and hold harmless the city, its officers, employees and agents, from any and all claims and lawsuits from third party(s) involving or related to the city's consideration and/or approval of the developer's application for development.

12. All existing and proposed windows shall incorporate consistent window trim at the time of building permit submittal.

Public Services Department

13. If the project results in more than 2,500 square feet of new or replaced impervious surfaces, the applicant shall incorporate one of the required C.3.i site design measures as required by the Municipal Regional Permit at the time of building permit submittal.
14. Please note that the front property line is located 5.5 feet behind the sidewalk at 131 Cabrillo Way. No fences, retaining walls, or other permanent structure shall be placed or constructed within 5.5 feet from back of sidewalk along Cabrillo Way. S.B.M.C. 8.08.010.
15. The Applicant shall provide flow line diagrams for cold water lines, hot water lines, gas lines, and sanitary sewer lines to include all existing and proposed systems in accordance with the applicable California Building Code 2010.
16. An Encroachment Permit from Public Services Department is required prior to commencing any work within the City's public right-of-way. S.B.M.C. 8.16.010. The Encroachment Permit shall be issued prior to issuance of a building permit.
17. All damaged curb, gutter, sidewalk or driveway in the public right-of-way fronting the property shall be removed and replaced. Remove and replace all damaged and/or broken sidewalk at front of property for all location where there are any raised or offset concrete sections greater than or equal to 3/4 -inch. S.B.M.C. 8.12.010.
18. Planting of one 36-inch box size approved tree or payment to the in-lieu replacement tree fund per most current fee schedule is required. Tree shall be located on Cabrillo Way per S.B.M.C. 8.24.060. At the current rate, the impact payment required is \$540. A separate tree-planting permit is required from Parks and Recreation Services for any new street tree.
19. If not present, the applicant shall install a sanitary sewer lateral clean-out at property line per City standards detail SS-02 dated August 2011. Older clean outs not meeting current city standards shall be replaced.
20. Paint address number on face of curb near driveway approach. Lettering shall be black, 4 inches or larger, and painted on a white background. Indicate the location of the address numbers on the site plan.
21. An Erosion control plan and storm water pollution prevention plan required. The plan must show existing storm drain inlets and other storm water collection locations protect by silt screens or silt fence. Work shall conform to the current NPDES requirements. S.B. Municipal Code 12.16.020.
22. Storm water from new roof down spouts and other on-site drainage, shall be drained into landscaping. Alternatively, stormwater shall be collected and drained to an underground storm water system or through an under sidewalk curb drain to the gutter per City standards detail ST-03.
23. The building permit plans shall include a site plan that shows all properly lines, setbacks and easements, and all existing and proposed grading and drainage improvements. All unpaved areas shall be graded to slope at 1% or more. All paved areas shall be graded to slope at 0.5% or more. All grading and drainage work shall conform to the current NPDES requirements. S.B.MC. 12.16.020

24. Perform water demand calculation based on the requirements in Chapter 6 of the California Plumbing Code to confirm that the existing water meter is sufficient to serve proposed water demand. If existing meter is undersized, a larger meter is required. Applicant shall pay water and sewer capacity charges based on the size of the water meter installed along with materials and installation of an upgraded water meter and lateral. S.B.M.C. 10.14.020/110. Indicate on the plans the location of the existing water meter and the available water pressure at the property.

Fire Department

25. Address numbers to be at least four (4) inches in height, of a contrasting color to the background, and must be lighted during the hours of darkness.
26. Provide hard-wired smoke detectors with battery backup as required by building code.
27. Provide spark arrester for chimney if not currently in place.

6. Discussion

- A. City Staff Discussion:** Commissioners Biasotti, Mishra, and Petersen volunteered for the September 12, 2013 Architectural Review Committee meeting. Commissioner Chase as back-up.

- B. Planning Commission Discussion:**

Commissioner Mishra: I have an open building permit on my property. I was reviewing a few of the fees and noticed that they are deposits. Nowhere on the permit form does it state the tree deposit and C&D Deposit are refundable fees. Can we modify the language of the permit to indicate how to obtain your deposits back?

CDD Director Woltering: So I understand you are referring to the Tree Impact Fee and the C&D Deposit. We can work with that language.

Commissioner Mishra: About four months ago we were tracking a few issues. Can we please have an update at the next meeting.

CDD Director Woltering: Okay, we can follow up.

Vice Chair Petersen: I actually have a conflict with the Architectural Review Committee meeting date. Maybe another Commissioner can be in attendance.

Commissioner Chase: I can attend.

Vice Chair Petersen: At the last meeting I asked staff to look at a property on El Camino Real that was in disarray. Did this take place?

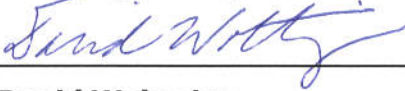
CDD Director Woltering: The address is 160-170 El Camino Real. The property was originally undergoing remediation work in 2001 on the eleven underground tanks. At that time the tanks were removed and soil remediation work has been in progress over a number of years. Currently, the piping that has been above ground is being dismantled. I spoke with the consulting firm handling the project and they informed me that the project is moving towards closure, however, they did not provide a specific time frame.

Vice Chair Petersen: I would like to request they clean up the space until occupied. Also, I would like to inquire why the feed for public meetings cannot be provided to other cable providers.

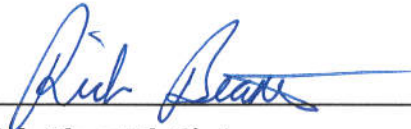
CDD Director Woltering: We can look into that.

7. Adjournment

Meeting was adjourned at 8:02 pm



David Woltering
Secretary to the Planning Commission
City of San Bruno



Rick Biasotti, Chair
Planning Commission
City of San Bruno

NEXT MEETING: September 17, 2013